

Avita Community Partners  
Board of Directors Annual Meeting  
Meeting Minutes

DATE: June 26, 2012	TIME: 7:18 p.m. – 8:20 p.m.
PLACE: Board Room @ Administrative Office	PRESIDING: Quentin Carr, Board Chair

Attendance

Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Al Gonzalez	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sarah Ruckstaetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Laurice Jennings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Marilyn Woodruff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rufus Larkin	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

10 Filled Positions (6 Vacancies)

Agenda Items	Key Discussion Points/Outcomes /Decisions/Action Items	By Whom	By When
Spotlight on Services	<b><u>Client Satisfaction Report</u></b> Roger Scott presented the results of the 2011 survey. Overall the results were positive. We exceeded or equaled the benchmark on 21 out of 23 indicators. We use the data to determine how we can improve, identify themes, and focus on the areas that had negative responses.		
Welcome & Call to Order	The May 22, 2012 meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:18 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Alice Worthan; second by Joe Hirsch. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 9 Board members attending this meeting.		
Review of Minutes	Motion to approve the May 22, 2012 minutes was made by Anne Mundy; second by Alice Worthan. Motion carried.		
Business	<p><b><u>Board Chair Report</u></b></p> <ul style="list-style-type: none"> <li>• Barbara Cone will be starting her term next month.</li> <li>• The 3 at large members will affirm their oath of office next month.</li> <li>• Joe Hirsch knows a potential candidate from Towns County who is interested in filling that vacancy. We are waiting for a letter from Commissioner Bill Kendall.</li> </ul> <p><b><u>CEO Report</u></b></p> <p>News Articles</p> <ul style="list-style-type: none"> <li>• Dream Weavers participated in the Summer Solstice Event on June 21<sup>st</sup></li> <li>• Dream Weavers Play at Piedmont College Theater</li> </ul> <p>Cindy highlighted the following in her report which was previously emailed.</p> <ul style="list-style-type: none"> <li>• State Contracts for FY13</li> <li>• Survey mailed to 160 community partners</li> <li>• Avita sponsored the Children’s Center for Hope and Healing educational conference</li> <li>• Purchased a van for the Gainesville Clubhouse with funds awarded from the Jackson EMC grant</li> <li>• Drum Café at the Gainesville Clubhouse</li> <li>• ATIVA sponsored a child to attend an Invention Camp</li> <li>• Avita’s family picnic</li> <li>• Statement of Need for Assertive Community Treatment services</li> <li>• Behavioral Health Link in cooperation with DBHDD and the Crisis Stabilization Units implemented an electronic dashboard</li> <li>• Pending litigation</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Avita Dream Weaver's are hosting a day of storytelling and celebration on June 28<sup>th</sup></li> <li>• Positive margin of \$56,217 for May               <ul style="list-style-type: none"> <li>○ FY11 deficit \$303,424</li> <li>○ FY12 YTD is positive \$289,052 with one month remaining</li> <li>○ In one year we made up \$592,476</li> <li>○ We focused on maximizing revenue and decreased our expenses</li> <li>○ Cindy proposes a financial reward to employees after we see how FY12 closes</li> </ul> </li> </ul> <p><b><u>Financial Update</u></b>            Victor Bowers reported a net surplus of \$56,216 for the month and \$289,052 for the YTD.            Favorable Revenue &amp; Expense Variances</p> <ul style="list-style-type: none"> <li>• Medicare due to retro billing, LPC services and other approved providers</li> <li>• Front desk personnel collecting client fees and insurance co-pays</li> <li>• Clubhouse funds</li> <li>• Decrease in state benefits</li> </ul> <p>Unfavorable Expense Variances</p> <ul style="list-style-type: none"> <li>• Contract doctors</li> <li>• Family support and respite services</li> </ul> <p>13 Months Comparative Profit &amp; Loss            The following line items had a substantial increase and Victor explained the reason why.</p> <ul style="list-style-type: none"> <li>• Line 413 – survey's printed and mailed to community providers</li> <li>• Line 423 – accruals for expected surge in family support services</li> <li>• Line 429 – accruals for expected surge in respite services</li> <li>• Line 457 – actual expense reports submitted by staff</li> <li>• Line 464 – couple of cases we asked for legal advice on</li> </ul> <p><b><u>Annual Adoption of Budget</u></b>            Victor presented the budget for FY13. Anne Mundy made the motion to accept and approve the budget; second by Joe Hirsch. Motion passed.</p> <p><b><u>Election of Officers for FY13</u></b>            Quentin opened the floor for additional nominations. Anne Mundy made the motion to close the nominations; second by Joe Hirsch. Printed ballots were marked, collected and the vote was unanimous. The FY13 officers will affirm their oath of office next month.</p> <p><b><u>Annual Approval of Board Policies</u></b></p> <ol style="list-style-type: none"> <li>1. Corporate Responsibility</li> <li>2. Ethical Standards</li> <li>3. Billing &amp; Fee Collection</li> <li>4. Conflict of Interest</li> <li>5. Media Relations</li> </ol> <p>Rufus Larkin made the motion to approve the policies; second by Alice Worthan. Motion passed.</p> <p><b><u>Annual Approval of Bylaws</u></b>            No amendments to the bylaws. Laurice Jennings made the motion to approve; second by Alice Worthan. Motion passed.</p>		

